

State Historic Preservation Office
Office of Archives and History
North Carolina Department of Cultural Resources

**INSTRUCTIONS FOR COMPLETING THE
2012 HISTORIC PRESERVATION FUND GRANT APPLICATION**

Postmark Deadline: February 17, 2012

Note special deadlines for applications by nonprofit organizations and educational institutions and submitted through a Certified Local Government (CLG).

INTRODUCTION AND OVERVIEW

The Historic Preservation Fund (HPF) is a federal matching grant program that supports state and local preservation programs and projects. HPF funds are made available to the State Historic Preservation Office (HPO) through the National Park Service, United States Department of the Interior. The HPO passes a portion of the funds to local applicants to assist local preservation projects. Eligible applicants are Certified Local Governments (CLGs), non-certified local governments, nonprofit organizations, and educational institutions. The local matching requirement is a minimum of forty percent (40%) of eligible project costs, and the HPF share can be up to sixty percent (60%). Eligible projects include architectural and archaeological surveys, National Register nominations, survey publication manuscripts, local preservation design guidelines and preservation plans, educational activities, and pre-development planning and restoration of National Register properties. All projects must address one or more goals in North Carolina's historic preservation plan. A copy of the goals is attached. Priority will be given to projects involving completion of the statewide architectural and archaeological surveys. Applications must be postmarked by the HPO **by February 17, 2012**. Awards will be announced in early April of 2012. ***All funded projects must be completed by August 16, 2013.***

Total funding for CLG pass-through grants for local projects in 2012 is estimated to be approximately \$80,000 to \$90,000, depending on Congressional action. This amount is ten percent of the estimated 2012 HPF allocation to North Carolina and is reserved for projects in municipalities and counties that participate in the Certified Local Government (CLG) program, in accordance with federal requirements. Funds for successful applicants will be available on a reimbursement basis. A list of CLGs is attached. Funds for non-CLG projects have not been available in recent years and we expect this to be the case for FY 2012. Applicants are invited to submit non-CLG applications with the understanding that funds may not be available.

Potential applicants should contact the HPO staff before December 31, 2011, to discuss their proposed project and develop a realistic scope of work and budget. A site visit may be necessary for survey projects and National Register nominations. HPO staff contact information is attached.

North Carolina's historic preservation program receives federal financial assistance for identification and preservation of historic properties. Under Title VI of the Civil Rights Act of 1964 and Section 504 of the Rehabilitation Act of 1973, the U.S. Department of the Interior prohibits discrimination on the basis of race, color, national origin, religion, sex, age (40 and over), disability, sexual orientation, or protected activity in its federally-assisted programs. If you believe you have been discriminated against in any program, activity, or facility, as described above, or if you desire further information, please write to: Office for Equal Opportunity, U.S. Department of the Interior, Washington, DC 20240 or www.doi.gov/diversity/

SPECIAL DEADLINES FOR PROJECTS BY NONPROFITS AND EDUCATIONAL INSTITUTIONS IN CLG AREAS

CLGs apply directly to the HPO. Nonprofits and educational institutions may initiate an application for a project in a CLG's jurisdiction, but must submit the application to the local preservation commission which will, in turn, submit the application to the HPO. **The initiating entity should contact the local CLG staff in December 2011, to discuss the project and should submit the application to the commission by early January of 2012**, to allow time for the commission and governing board to evaluate the application and submit it with comments to the HPO by the February 17, 2012, postmark deadline. If a grant is awarded for the project, the CLG will be the grant recipient and will administer the grant project, even if the nonprofit or educational institution is providing the local matching funds. Contact information for local CLG staff is included in the attachments and on the HPO web site at <http://www.hpo.ncdcr.gov/>.

STANDARDS AND GUIDELINES

- **Grant recipients must sign a grant contract and follow state and federal procurement requirements before selecting a consultant to carry out project activities.** Professional qualifications of the staff, consultants, or principal investigators undertaking grant projects must meet the applicable minimum federal professional qualifications in 36 CFR 61.
- All projects must address one or more of the goals in North Carolina's historic preservation plan. Reference to specific goals and objectives and a statement of how the project will accomplish them must be included in the abstract of the project. The goals are attached.
- All federal grant applications must include an Equal Opportunity Statement form, which must be completed and returned with the application. Applications without this form will not be considered for funding.
- Activities funded under this program will be performed in compliance with the applicable Secretary of the Interior's *Standards and Guidelines for Archeology and Historic Preservation* and shall be conducted under the supervision of the State Historic Preservation Office.
- Federal and state standards, accounting procedures, and reporting requirements apply to the grant funds and matching share. The grants are subject to the requirements of North Carolina General Statute 143C-6-21 through 143C-6-23.
- Grant funds may pay up to sixty percent (60%) of total project costs. The nonfederal local matching share must pay at least forty percent (40%) of total project costs.
- Disbursement of grant funds is on a cost reimbursement basis. In other words, the grant recipient pays the expenses and then requests reimbursement from the HPO on a percentage basis.
- Successful applicants will be required to participate in a grants workshop before the project begins.

SELECTION CRITERIA

All proposals will be reviewed and evaluated on the basis of the following:

- contribution to statewide architectural or archaeological inventory of historic resources
- comprehensive planning considerations
- soundness of project application, including budget, clarity, feasibility, local commitment, and ability of the applicant to carry out the project successfully
- number and quality of resources in project area

ELIGIBLE APPLICANTS AND ACTIVITIES

Eligible Applicants:

Eligible applicants for Certified Local Government (CLG) grants are CLG governing boards and CLG historic preservation commissions. A list of CLGs is attached. Eligible applicants for non-CLG grants are local governing boards, historic preservation commissions, nonprofits, and educational institutions. Nonprofits and educational institutions may propose an application for a CLG grant, but must submit the application through the CLG commission, and the CLG would be the applicant. Nonprofits and educational institutions may apply directly to the HPO for non-CLG grants or may propose an application and submit it through a local governing board or historic preservation commission, which would then be the applicant.

Eligible Activities:

Survey and Planning. Priority consideration for funding will be given to projects for comprehensive architectural or archaeological surveys and to nominations of eligible properties or districts to the National Register of Historic Places. Preservation planning activities, development of educational materials and activities, and preparation of publishable manuscripts from approved architectural surveys are also eligible for consideration. The publication of survey books, museum exhibits, and research usually are not funded.

Predevelopment projects for properties listed in the National Register may include archaeological investigations, architectural plans and specifications, engineering services, or feasibility studies for restoration.

Development projects for properties listed in the National Register may include archaeological excavations or restoration/rehabilitation of historic resources. Structures or sites must be listed in the National Register of Historic Places either individually or as a contributing property within a National Register historic district. Preservation Agreements are required for all grant-assisted development projects. Deed Covenants are required on an escalating scale for development grants in excess of \$10,000 and are recorded with the deed to the property.

Education and Training workshops pertaining to historic preservation, archaeology, or for a historic preservation commission.

APPLICATION PROCESS

Projects in CLG Areas: CLGs apply directly to the HPO. A nonprofit or educational institution that wishes to apply for a project in a CLG's jurisdiction must work through the local preservation commission which, in turn, submits the application to the HPO. **The nonprofit or educational institution must contact the local CLG staff in December 2011, to discuss the project and should submit the application to the local commission by early January of 2012,** to allow time for the commission to evaluate the application and submit it with comments to the HPO by the

February 17, 2012, postmark deadline. Local CLG staff contact information is included in the attachments and on the HPO web site at <http://www.hpo.ncdcr.gov/>. If a grant is awarded for the project, the CLG will be the grant recipient and will administer the grant project.

Projects in Non-CLG Areas: Local governments and historic preservation commissions apply directly to the HPO. Nonprofits and educational institutions may apply directly to the HPO or through the local governing board or historic preservation commission. In the latter case, if a grant is awarded, the local governing board or the historic preservation commission will be the grant recipient and will administer the project.

Mail the paper original and two paper copies of the application to: Michele McCabe, Grants Coordinator, State Historic Preservation Office, 4617 Mail Service Center, Raleigh, NC 27699-4617. **Applications must be postmarked by February 17, 2012. Applications sent by fax or e-mail will not be accepted.**

Grant awards will be announced in April of 2012. The grant recipient and the Office of Archives and History will sign a grant contract. Then the grant recipient will procure a consultant or principle investigator and execute a project contract. The HPO will prepare all contract documents and will ensure that all services and products meet federal and state standards, while the grant recipient will coordinate and administer the grant project and will be responsible for accounting and reporting requirements. All projects should be under a project contract by August, 2012, and, in any event, no later than September 30, 2012.

Projects must be completed by August 16, 2013.

SAMPLE PROJECTS

Examples of recent HPF matching grants to CLGs include:

- A \$15,000 grant to prepare a historic preservation plan.
- A \$14,900 grant to support a county architectural survey update.
- A \$10,000 grant to update design guidelines for a historic preservation commission.
- A \$11,000 grant to support GIS-based index and architectural survey of a city.
- A \$ 10,000 grant to prepare a National Register nomination for a residential historic district.
- A \$4,500 grant to restore broken gravestones in a National Register-listed city cemetery.
- A \$6,500 grant to prepare a structural analysis of a former mill building.
- A \$5,000 grant to rebuild a dilapidated porch on a National Register-listed property owned by a not-for-profit.
- A \$1,500 grant to help fund a wooden window repair and masonry repair workshop for homeowners in the eastern region of the state.

HISTORIC PRESERVATION OFFICE AND OFFICE OF STATE ARCHAEOLOGY STAFF CONTACTS FOR ADDITIONAL INFORMATION

Architectural Surveys, Survey Updates, Survey Manuscripts

(Piedmont) Claudia Brown (919)807-6573; fax (919)807-6599; claudia.brown@ncdcr.gov

(East) Scott Power (252)830-6580; fax (252)830-6583; scott.power@ncdcr.gov

(West) Claudia Brown (919)807-6573; fax (919)807-6599; claudia.brown@ncdcr.gov

Nominations to the National Register

(Piedmont) Ann Swallow (919)807-6587; fax (919) 807-6599; ann.swallow@ncdcr.gov

(East) Scott Power (252) 830-6580; fax (252)830-6583; scott.power@ncdcr.gov

(West) Claudia Brown (919)807-6573; fax (919)807-6599; claudia.brown@ncdcr.gov

Design Guidelines and Commission Training

Rob Crawford, (919)807-6580; fax (919)807-6599; rob.crawford@ncdcr.gov

Archaeology

Dolores Hall (919)807-6553; fax (919) 715-2671; dolores.hall@ncdcr.gov

Predevelopment and Development

Mitch Wilds (919)807-6588; fax (919)807-6599; mitch.wilds@ncdcr.gov

(East) Scott Power (252) 830-6580; fax (252)830-6583; scott.power@ncdcr.gov

(West) Jennifer Cathey (828)274-6789 x27; fax (828)274-6995; jennifer.cathey@ncdcr.gov

Educational Programs, Preservation Planning, and Questions about HPF Grant Applications

Michele McCabe, (919)807-6582; fax (919)807-6599; michele.patterson.mccabe@ncdcr.gov